

**NEIGHBORHOOD ASSISTANCE
PROGRAM
AWARD WEBINAR
*FISCAL YEAR 2011-2012***

REAL ESTATE PRODUCTION DEPARTMENT

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2011-2012 NAP AWARD MANUAL

*Please read and review NAP Award Manual and Policy

Fiscal year vs. Calendar Year

- Fiscal Year = July 1 – June 30
- Calendar Year = January 1 – December 31

CONTRIBUTION POLICY

ELIGIBILITY

Eligible Donors

- Any person, business, or organization that has an Indiana state income tax liability
- The Credits are applied to the tax liability of the Contributors
- **Example:** XYZ Company donates \$5000; XYZ Company receives credits, NOT the owners or the shareholders of XYZ company
- **IF,** XYZ Company wants to provide their owners, shareholders, etc...with credits, they will need to provide each persons name, SSN, and amount of contribution

CONTRIBUTION POLICY DONATIONS

- Tax credits = 50% of contribution amount
- Minimum Donation = \$100*
- Maximum Donation (per calendar year) = \$50,000
- Donations begin July 1, 2011 and end June 10, 2012
- Calendar year that contribution was given

* Unless remaining credits is less than \$50

CONTRIBUTION POLICY

Eligible Contributions

- Cash
- Check
- Credit card
- Stock (that has been sold)
- United Way Designations (amount received)
- Property (must be used for NAP activity)
- In-Kind donations (limited to building materials only)

CONTRIBUTION POLICY

MINIMUM DONATION

If a donor contributes several small donations that add up to an amount greater than the minimum contribution :

- All contributions must be turned in to IHCDa at the same time
- Grouped contributions must be in same calendar year
- List only the last date of the multiple contribution dates on the NC-10 form

CONTRIBUTIONS FROM COUPLES

Contributions from couples are always welcome.

If the couple files a joint tax return, please list only one of their names and social security number on the Report.

PROVIDE ONE NAME ONLY. If the couple does not file a joint tax return, the name and social security number of the donor whose tax return the credit should be tied to must be shown on the NC-10 form.

Both husband and wife cannot claim the same credit
example

EXAMPLE

John and Jane Johnson donate \$1000 to ABC non-profit and file jointly
Report John **OR** Jane name & their social security number only.

Bob and Betty Brown donate \$1000 to ABC non-profit and file separately
only **ONE** can take the credit

However;

Bob and Betty Brown **EACH** make a \$500 donation to ABC non-profit
they can each claim the credit they donated on their separate returns.

REPORTING FORMS

NC-10 Form

- Identifies the donor and ensures correct account receives the tax credit
- Complete for all donations that receive a NAP tax credit
- Both the organization and donor completes
- **(as a best practice)** Do not report credits as sold until you have received the completed and signed NC-10 form from your donor

NC-10 FORMS

Signed NC-10 forms are to be kept on file in your office

DO NOT MAIL to REVENUE

SEMI-ANNUAL REPORTING

Recipient will submit SEMI-ANNUAL reports electronically by each deadline date

If unable to meet deadline recipient must contact IHCDCA representative **prior to deadline**

Failing to meet expenditures and/or deadlines for semi-annual reporting will result in ineligibility for NAP in 2012-2013 program year

REPORTING

Expenditure and Reporting Requirements

	Benchmark	Report Due Date
Mid-Year reporting	60%	January 9, 2012
End of year reporting	100%	June 5, 2012

ELECTRONIC REPORTING

[Electronic reporting](#)

<https://ihcdaonline.com>

SEMI-ANNUAL REPORTING

- After you submit your semi-annual report
- IHCDA uploads reports and reviews.
- IHCDA then provides information to IDOR

NC-20 FORMS

- The NC-20 form should be filed with the donor's taxes via a paper format.
- NC-20 forms will be sent directly to the organization from IDOR in PDF format.**
- The organization is responsible for distributing all NC-20 forms to their donors.

GONE AWAY

TAX CREDIT DE-ALLOCATION

De-Allocation Policy

Quarter	Program Year 2011-2012 Deductions
Mid-Year Report	De-Allocate up to 60% of Award
End of Year Report	De-allocate up to 100% of Award

ALL De-allocations will cause the organization to become ineligible for the 2012-2013 Award Year.

TAX CREDIT RE-ALLOCATION

Requirements:

- Utilized 100% of original award amount
- Semi-annual reports have been submitted on time
- This is optional for agencies that want to become eligible for a re-allocation

Re-allocated credits will be distributed on a first-come, first serve basis.

To request a re-allocation, you must sell 100% of your credits, submit report, and send a request email to nap@ihcda.in.gov

TAX CREDIT RE-ALLOCATION

- Tax credits will be re-allocated after all reports have been received
- Report re-allocated credits on the current report**
- This is designed to be a competitive process
- Re-allocated agencies will be expected to meet same expenditure rates as originally outlined in their award agreement

MONITORINGS

Site Visits & Program Audits

- The program file auditors will be looking for the following information:
 - Use of credits toward eligible activities**
 - Copies of checks or receipts of donations made
 - Copies and locations of NC-10 forms

AWARD DOCUMENTS

Award Agreement

Authorized Contact Information Form**

Must be returned via mail with original signatures by
deadline no exceptions.

OTHER PROCEDURES

Modifications

Close-Out Reports

- Submitted at time of activity completion via mail
- Requires original signature by authorized signatory
(NO EXPECTATIONS)
- No later than June 30, 2013 NO EXPECTATIONS.

PROCESS OVERVIEW

1. Receive, Sign and Return Award Agreement Documents to IHCD
2. Market and Sell NAP Tax Credits
3. File electronic reports *(in accordance with dates in the NAP Award Manual)*
4. Complete and submit Close-out report at end of project *(no later than June 30, 2013)*

FREQUENTLY ASKED QUESTIONS

What is the minimum donation amount?

Where do I mail NC-10 forms?

How will my donors receive their NC-20 forms?

What date do I enter on the electronic report for my donor?

Do I enter my tax ID or the donors SSN on the electronic report?

How do I enter a company name in the electronic report?

What if an employee gives on a monthly basis?

What is the difference between the end-of-year report and a close-out report?

When do I submit my reports?

What do I do if I sell 100% of my credits?

If I sell 100% of my credits, do I need to submit an end-of-year report for any?

CONCLUSION

NAP Award Manual online at:

<http://www.in.gov/ihcda/2526.htm>

Questions? Send to nap@ihcda.in.gov

Electronic reporting @ www.ihcdaonline.com